



PACIFIC  
CHRISTIAN  
SCHOOL

# PACIFIC CHRISTIAN ELEMENTARY SCHOOL

671 Agnes Street  
Victoria, BC, V8Z 2E7

## STUDENT HANDBOOK

and

## DAILY REMINDER

### 2017 – 2018

Main Phone Line &  
**Student Absentee Line**

**250-479-4532 ext. 2**

**Online Absentee Form** is  
available on the PCS App or the  
PCS website:

Download app at:  
<http://pacificchristian.ca/student/your-pcs-mobile-app>

Fax:

250-479-3685

Email:

[elementary@pacificchristian.ca](mailto:elementary@pacificchristian.ca)

Website:

[www.pacificchristian.ca](http://www.pacificchristian.ca)

This Elementary Reminder belongs to:

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone \_\_\_\_\_

Teacher \_\_\_\_\_ Grade \_\_\_\_\_

**PACIFIC CHRISTIAN SCHOOL**...nurtures students in Christ-like living, critical thinking and joyful service, to become faithful citizens in God's world.

## Principal's Message

Dear Students,

Welcome back to school! I hope you had a wonderful summer, full of fun and activities with your family and friends. A special welcome to everyone who is new this year! We're glad that you will be joining us here at PCS. Of course, welcome back to everyone returning this year.

We're excited about the new school year and we look forward to a great year of serving the Lord together. We thank God for His many blessings in allowing Christian education to flourish, now into the 58<sup>th</sup> year that PCS has been in existence (opened in 1960!).

The most exciting thing this year is that you will be watching our new school gymnasium being built throughout the school year. We hope to officially open our new gym in September, 2018. Please remind your parents that Hess Crescent is not available to drop you off or pick you up this year, since it will be used all year for construction vehicles and workers.

We are excited about the new technology we will have at the middle school (Gr. 6-7 level), including STEM Robotics Lego kits, and we have purchased more class sets of "Chrome Books" for classroom computer use.

We're giving you this handbook to help you succeed at doing your best in achieving our school goals of "*Christ-like living, critical thinking, and joyful service*" to God and others. If we take the middle name of our school seriously, then we realize that trying to live up to this name will be our most important goal.

This handbook is intended to help improve communication between your parents at home and your teachers at school. We hope that you will use it effectively to organize your family schedule and regularly to keep track of your homework. We expect that you will treat this handbook with care and respect so that you can use it well all year.

Please carefully read through the introductory pages of this handbook to learn what we expect of you as a student at Pacific Christian School. Various things are explained regarding dress code and conduct guidelines. There are other sections on rules, procedures and activities, as well as the calendar for the 2017-2018 school year.

I'm excited about this school year and I look forward to getting to know all of you much better. We hope and pray that you will have a great year at **Pacific Christian School!**

Yours in Christ's service,

Mr. Bill Helmus, Principal

*"I have no greater joy than to hear that our students are walking in the truth."*

*III John verse 4*

# SCHOOL SCHEDULE

## SCHOOL HOURS – K-7

8:25	Warning Bell
(9:05 Wed)	*(except Wed see note below)
8:30 – 8:40	Homeroom
10:10 – 10:15	Primary Snack Time
10:15 – 10:35	Primary Recess
10:40 – 11:05	Intermediate Snack & Recess
12:05 – 12:50	Primary (K-3) Recess/Lunch
12:35 – 1:20	Intermediate (4-7) Lunch/Recess
2:50 – 2:55	Homeroom Time
2:55	End of school day

## PRESCHOOL

8:30 – 11:00 Mon-Fri (except Wed: 9:00 – 11:30)

## JUNIOR KINDERGARTEN

11:30 – 2:55 Mon- Tues- Thur – Fri.

\*Please note the daily schedule for every Wednesday. This is a “**Late Start**” day, with students starting school at **9:10**. Teachers have an “Early Start” at 7:45.

## GENERAL INFORMATION

Please remain outside before school until the first warning bell rings at 8:25. Once you are outside for recess or lunch, you stay there until the bell rings, unless you receive permission from a teacher to come in. A warning bell rings near the end of each recess. You are expected to be in your classroom on time for the start of class.

Unless you are involved in a supervised activity, you should be on your way home by 3:15 p.m. Any remaining primary students will be brought to the office at 3:20 when the final bell rings.

**Office Hours:** Our main school secretary is Mrs. Deane, Monday to Friday, 8:00-4:00 p.m. Mrs. Adams is also here from Monday to Wednesday.

**Visitors:** All school visitors should be directed to the office; they will be given visitor name tags.

**School Cancellation:** Cancellation of classes due to inclement weather or emergency will be announced on local radio station CFAX (1070) and our PCS website between 7:00 and 8:00 a.m.

**Address Change:** If your address or phone number changes during the school year, please bring the new information to the secretary.

## 2017-2018 CALENDAR

September	5	School Begins
	5	Band Instrument Rental (6-7 pm)
	7	Meet-Teacher Night (6-8 pm)
	7	Classroom Visiting (6:30-7:30)
	7	Gr. 5 Sci. Fair Info (6:00-6:30)
	7	Gr. 7 SALTS Info (7:30-8:00)
	21	PT Conferences (3:30-8:00)
	22	PT Conf. 8:30-12:00 <i>No School</i>
	26	School Photo Day
October	5-6	CEBC Conference – <i>No School</i>
	9	Thanksgiving Day – <i>No School</i>
	20	Local Pro-D Day – <i>No School</i>
	30	School Photo Retakes
November	10	Remembrance Day – <i>No School</i>
	17	Clergy Day
	29	VCES Fall Society Meeting
December	1	1st Term Report Cards go home
	12-13	Christmas Concert (Gr. 7-12, VCRC)
	19	Christmas Concert (K-6, Glad Tidings)
	22	Last Day before Christmas Break (noon dismissal)
January	8	School Resumes
	18	Open House 6:30-8:00 pm
	25	PT Conf. by request (3:30-8:30)
	26	Local Pro-D Day – <i>No School</i>
	30	Spelling Bee
February	12	BC Family Day – <i>No School</i>
	13	Island Pro-D Day – <i>No School</i>
	22	Grade 5 Science Fair
March 17 -	Apr. 2	Spring Break
April	3	School Resumes
	27	Student-Led Conferences
	30	Grandparents' Day
May	1	Junior Spring Concert (Gr. 3-5)
	4	PS/JK PD Day <i>No School PS/JK</i>
	15?	PCS Track and Field Meet
	21	Victoria Day – <i>No School</i>
	22?	VISAA Track and Field Meet
	24	Stud-led Conf./ShowC. of Learn 6:00
	30	VCES Spring AGM Meeting
June	6	Middle School Fine Arts Gr. 6-7
	8	Volunteer Appreciation Chapel
	11	Grade 7 Recognition (4:00, VCRC)
	15	Sports Day (Primary, K-3)
	22	Last Day of School (noon dismissal)
		Final Term R-Cards go home

# **STUDENT GUIDELINES**

## **Attendance**

Regular attendance is mandatory for all students. If you are unable to be at school because of illness, please ensure your parents call, email, or use the school attendance App to notify the office before 9:00 a.m.

If you arrive late, check with the secretary before going to class. She will give you a late slip. If you need to leave school during the day, you must check out at the office.

## **Bicycles, Scooters, Skateboards, Roller Blades**

For safety reasons, riding bikes, skateboards, scooters, or roller blades on the playground or in the parking lot is not permitted before, during or after school. If you ride a bike to school, park it in the racks. Roller blades & skateboards should be stored in lockers or your classroom. Skate shoes are not permitted at school. Please walk your bike on school grounds.

## **Birthday Parties**

Some students celebrate their birthday by bringing treats for the whole class; others may choose to bring a donation for World Vision.

When you come to the school office, Mr. Helmus will give you a birthday card and a small gift.

If you plan to have a party, either send your invitations through the mail or call your friends after school, unless you invite the whole class. Please do not hand out invitations at school. Students will feel left out – this is not a nice feeling.

## **Cold and Rainy Weather**

This is the west coast, so you should be prepared for the weather on cold or rainy days. Please dress appropriately with a raincoat and appropriate footwear on rainy days and a warm jacket, and gloves or mitts on cold days.

## **Conduct**

Christ's words to us in Luke's gospel set the standard for all of us at Pacific Christian School:

"Do to others as you would have them do to you."  
Let us all do our part as we strive to live out what "Christ-like living" means for us as we interact with one another here at our school.

Consideration, courtesy and respect must be shown to all staff, students and visitors to the school. Hats, hoodies, and toques are not to be worn on heads inside the school building or the chapel. Vandalism, use of profane language, fighting or rough and dangerous play will not be tolerated. Let's work together on language that is encouraging and building up of others.

Dangerous toys or anything resembling a weapon, collecting cards, and electronic games or toys are not permitted at school, or during school trips and functions. **iPods, iPads and other electronic devices may only be used under supervision and with teacher permission.** Otherwise, they should not be out during the school day. **Cell phones are not to be used during recess, lunch or regular class time and must be kept in classroom lockboxes, unless under teacher permission/supervision in the classroom.**

## **Consequences**

Your classroom teacher will handle most issues. S/he might speak to you, move you to a designated spot in the classroom, give you a special assignment, or not allow you to participate in class activities.

A teacher might also ask you to stay after school. A 20-minute after-school detention may be given without prior notice. If the detention is longer, the teacher will give you one day's notice so you can make the necessary arrangements. Remember that it is your choice to act in a manner that leads to a detention. Therefore, you must change your plans to spend the required time.

You will be sent to the office, if necessary. You must remain in the office area until the principal or assistant principal has spoken with you. You will be expected to make up missed class time after school.

You must obey the classroom rules laid out by the teacher and students. Mr. Wild or Mr. Helmus will deal with each student who fails to comply with the classroom rules in consultation with his or her parents to administer appropriate consequences. The supervising teacher, Mr. Wild, or Mr. Helmus will deal with outdoor playground misdemeanors on an individual basis. Your parents will be contacted if your behaviour makes it necessary.

## **Dress and Grooming**

The basic guideline for clothing at school and for school sponsored activities is that it be neat, clean, modest and appropriate. Ultimately, the staff has the right to decide whether or not your clothing is considered acceptable.

Gym clothes, hats and beachwear should not be worn in class. Shorts should be approximately mid-thigh in length (not above fingers on straightened arms). Slogans and graphics on shirts must be in good taste. Midribs and shoulders must be appropriately covered with the three-finger rule guiding shoulder coverage (i.e. no spaghetti straps, racer backs, etc.). Intermediate students should have appropriate dress wear for school concerts and performances.

Facial makeup is not permitted for elementary students. For safety reasons, long or dangling earrings must be removed for PE class or sports activities.

Non-marking runners can be worn for daily use and for gym class. Shoe laces should be tied, as loose laces pose a safety risk. Students are required to wear appropriate footwear at all times.

In our desire to minimize the sun's effects and potential skin damage, students are encouraged to use sunscreen or wear appropriate and suitable hats outdoors.

## **Food**

Lunches and snacks should only be eaten while sitting down in your homeroom. Do not eat food in the hallways or outside at any time. Class picnics are an exception. Gum is not allowed at school, without special permission.

In order to cut down on garbage, please bring your lunch in either a re-usable lunch bag or a lunch kit. Bring your juice or milk in a thermos or other reusable container. No bottles, cans or pop please. Food should never be thrown away. If you can't finish it, please take it home.

## **Health and Safety**

Our school health nurse is available for vision and hearing screenings, immunizations, and a variety of other services. Please notify the school office of any communicable disease or a case of head lice or pink eye.

## **Homework**

To be successful, you should work toward your full potential, do your best and keep up with in-class and homework assignments. Homework deadlines must be met for assignments to have any value for you. Homework that does not show your best effort must be redone. If there are unusual circumstances for homework not being completed, you must have a note of explanation from your parents. However, homework is your responsibility, not your parents! After any absence, it will be your responsibility to find out what you have missed and to catch up. Missed tests have to be written when you return to school. It is your responsibility to arrange a time for this.

You have this Student Reminder to help you organize your time for doing assignments. Ensure that you have recorded all your homework and other pertinent information at the end of each school day. Your parents are expected to sign your book each day after the completion of the assigned work. Your Reminder is to be returned to school daily, as it is an important communication tool for students, parents and teachers.

## **Illness and Injuries**

If you become ill or get hurt at school, tell a teacher and then come and see the secretary at the office. If you are not well enough to remain in class, your parents will be contacted to come and pick you up.

## **Lockers**

Students in the intermediate wing of the school will be assigned a locker. You are expected to keep it tidy. Only your coat, lunch and gym clothes should be kept there. Photos of friends or family members may be fastened inside your locker with magnets. Please do not use tape of any kind. Electronic devices can be kept in the classroom lockbox to be kept safe and secure during the school day.

## **P.E. Clothing**

In Grade 4 and up, you are expected to wear non-marking runners, navy blue shorts and a red PCS T-shirt to gym class. Gym T-shirts and shorts are \$15.00 each and can be purchased from the PE teachers. **PLEASE LABEL ALL CLOTHING**

## **Perfume Free School**

PCS is trying to meet the needs of students and staff members who have allergies, by asking parents and students to avoid the use of strong scented perfumes, after-shaves, and shampoos.

## Play Areas

For your safety you are expected to remain on the school grounds during the school day. Students should play only on the designated playground equipment, the back field and the paved basketball court.

The following areas are out of bounds:

- the church steps
- the area behind the church
- the secondary school
- the church lawn (during recess and lunch)
- all marked off construction areas
- the parking lot

## Recycling

As good stewards of all that God has given us, we try hard to reduce, reuse and recycle. Each room is equipped with blue boxes for paper recycling. Please bring recyclable containers home again.

## Supervision

To ensure the safety of all students, staff members and other adults will supervise the playground before & after school and at recess & lunch. You are expected to be respectful and obedient to supervisors. If you have a problem when you are outside, report your concern to the nearest adult on duty before entering the school. If a ball or Frisbee goes off school property or on the roof, tell the duty teacher. Do not go after it yourself.

After school, you should be on your way home immediately unless you are involved in a supervised activity. A supervisor is on duty from 2:55-3:20 p.m. The school grounds are **unsupervised** after 3:20 p.m. We recommend **His Kids** for families that need supervision beyond this time.

## His Kids

*His Kids* is a licensed, funding-assisted childcare centre, offering care before and after school. *His Kids* offers a safe, fun place for children to hang out! This program offers all sorts of activities such as crafts, games, sports, and other fabulous activities. *His Kids* is also open for all Pro-D days, Christmas, spring and summer breaks.

### His Kids Hours:

- 7:00 am-8:30 am before school
- 3:00 pm-5:30 pm after school
- 7:00 am-5:30 pm Pro-D days & seasonal breaks

Registration forms are available in the elementary office or from *His Kids* staff. If you have any questions, call *His Kids* at 250-658-8689. Or see the website at [www.hiskidschildcare.com](http://www.hiskidschildcare.com) for full calendar info.

## Telephone

Emergency calls may be made from classroom phones only with permission from your teacher.

## Vandalism

If you notice damage to any school equipment or property, report it immediately to a teacher. If you caused the damage, you are expected to pay for the repair.

## Questions or Concerns

There are times when problems may arise within our school community. Our community is not free from sin, and all complaints or grievances must be dealt with in a Christ-like and loving manner so as to build our community.

The biblical principles found in Matthew 18:15-17 are excellent guidelines. All concerns must be directed initially to the teacher or parent involved in a manner of open dialogue with the intention of resolving the problem. If the problem persists, the principal can be notified and both parties shall meet with the principal or one of the assistant principals in an effort to restore a healthy situation. From this point, concerns can be directed, in writing, to the appropriate School Committee and then to the School Board, as necessary and appropriate. Ultimately, School Board decisions may be appealed through the defined Mediation and Arbitration process (available at the school office) as per school policies.

## SCHOOL ACTIVITIES

### **Ambassadors**

Ambassadors is a Middle School (Gr. 6-7) program that allows you to serve the school in a variety of activities. These include peer tutoring, playground games and instruction, as well as serving as lunch monitors, office helpers and special day helpers. In September, students will be given an opportunity to join this program.

### **Chapel**

Chapel is held next door in the Victoria Christian Reformed Church, beginning at 8:45 a.m. every Friday morning. It is a time for students and teachers to gather together for worship. If you would like to participate in chapel, or know someone who would, please talk to an administrator. Parents and toddlers are always welcome to attend. There is a quiet room available at the back of the church, as needed, for young children. We usually serve coffee for parents and guests after chapel on Fridays.

### **Computers and Technology**

A fully equipped computer lab is available for scheduled classes for students in Grades 1 – 7. Your class will be assigned computer time every week. Your teacher may book extra time for your class in the lab. Your classroom teacher must supervise you at all times. Computers, Smart Boards, digital projectors, and document cameras are forms of technology available for use in the classroom setting.

In grades 5 – 7 we have supplied a classroom set of Chromebooks per grade level. This will facilitate student learning and begin their introduction to operating in the cloud-based environment of the **Google Suite** of apps. Students, in Grades 5 – 7, will also receive a school-based email account as a part of this initiative.

### **Field Trips**

Some of our learning at PCS happens on school trips to many interesting locations. Your parents will be notified about the trip details. All school rules apply. Students are not permitted to purchase food or drinks on school trips or outings unless specifically granted permission by a teacher. Cell phones and iPods are not permitted on field trips unless specifically designated for educational purposes.

### **Library**

The library is an important part of our school. We want to encourage you to use it for your enjoyment and learning. Mr. Rathburn (teacher/ librarian) or Mrs. Christensen (library assistant) will be in the library from 8:15 – 3:15 most days during the week. You may use the library at your scheduled class time or during the designated ‘open library’ times. Your teacher may also send you to the library to get books or work on research. Please remember when entering the library to be quiet and respectful of others who may be reading or working.

- ◆ You and your family can access our online reference sources through the school website: [www.pacificchristian.ca](http://www.pacificchristian.ca).
- ◆ Go to the Elementary library link.
- ◆ Click on the “Resources” link.
- ◆ For the World Book and CultureGrams sites:
- ◆ **user id: pcslibrary password: bigchalk**
- ◆ For Britannica School:  
**user id: pcslibrary2 password: bigchalk**

### **Lost and Found**

Valuable items found should be turned in to the office. Other items should be placed in the Lost and Found boxes. If you have lost something, please check the boxes, but be sure to take only things that belong to you. The boxes are emptied as necessary, and the articles displayed in the hallway from time to time. All students are given an opportunity to reclaim their belongings. All unclaimed items will be donated to a worthy charity at Thanksgiving, Christmas, Spring Break, and the end of June.

### **Hot Lunch Days**

We will have a **Pizza Day** every Thursday throughout the school year. The cost is \$2.25 per slice.

**Munch Cards** are available so that you can buy a full year or a half year’s supply of hot lunches at once. This method is strongly encouraged, but **don’t forget to support our World Vision children on hot lunch days**. We need to raise \$3000 per year to meet our WV commitment.

**Milk** is available at lunchtime for \$1.25. A Milk Card is \$25.00 (for 20 milks). All proceeds benefit the Grade 7 SALTS trip.

## **Outreach Opportunities**

During the year we try to share with others the blessings we have received. Here are some of the ways that we reach out into the community:

The Mustard Seed – At Thanksgiving, we collect non-perishable items for the Mustard Seed Food Bank. Annually, we collect 1000-2000 pounds of food!

Operation Christmas Child – At Christmas time, each class will be challenged through this Samaritan's Purse International Relief program to collect shoe box gift packages for needy children in over 100 countries around the world.

World Vision – We sponsor six needy children around the world. Please bring a small donation every Thursday to support these children when you enjoy hot dog and pizza days. Many students bring additional donations from birthday money, special sales, etc. to support our World Vision Fund.

Zambia Christian Schools – In a variety of ways, we support our "sister school", Siabalumbi Christian School, in Zambia, to benefit children who have very little.

Class Service Projects – Each class will be given responsibility for a specific service project.

Other Projects – Every year we support numerous local causes as well as international benevolent organizations, and we fundraise for specific needs at PCS. These are all optional, but you and your family are encouraged to be generous in your support of all of these projects.

### **Pop Bottle Day**

We collect returnable bottles, cans, and juice boxes each Tuesday morning. All proceeds go towards our Grade 7 SALTS sailing trips. We raised over \$1000 last year!

### **Primary Swimming**

Primary students in Grades 1 to 3 will have swimming lessons for six weeks (usually April to June).

## **Sports - Extra-Curricular**

Through extra-curricular sports, you have an opportunity to develop many interests. Here is a list of activities we are offering this year:

Grades 3 – 7	Cross Country	Sept.-Oct.
	Swim Club	Nov.-Mar.
	Running Club	Nov.-June.
	Track and Field	April-May
Grades 4 – 5	Basketball/Soccer	Jamborees
Grades 6 – 7	Sailing Club	Apr.-June
Grades 6 – 7	Soccer	Sept.-Oct.
	Basketball	Oct.-Nov.
	Volleyball	Jan.-Feb.
	Badminton	April
	Softball (Gr. 7)	June

\*\*Boys games are usually on Thursdays

\*\*Girls games are usually on Tuesdays

In order to help the sports program run smoothly, you have some responsibilities:

1. Plan ahead. Know your schedule so that you will be at all events and practices, and phone calls to parents won't be necessary.
2. Never leave money in change rooms or other unsupervised areas. Keep your money with you or give it to the teacher/coach in charge.
3. Remember that when you are participating with other schools as part of a PCS team, you represent the school. Behave in a manner that would show honour to God and our school.
4. When you participate in extracurricular sports, you are expected to wear your PCS gym clothes or an assigned uniform.

### **Transportation**

The school owns school buses and vans which are used for field trips and sporting events. The school has booster seats as required for trips.

Please note that due to construction of our new gym, the pick-up and drop-off on Hess Crescent will not be available this year; it is our access point for construction vehicles and workers.

Daily bus transportation is available to and from the Saanich Peninsula and the Westshore. Check the PCS website (Keyano Transportation Society) for more details.